

# EMERGENCY EVACUATION DRILLS POLICY

## Reason this policy is important:

Child care settings must safeguard each child in care. All staff should be prepared to deal with any emergency that may happen during child care, in order to minimize the effects of such events. Regular practice of emergency drills is essential to that responsibility and promotes calm, competent use of the plans in an emergency. The high turnover of both staff and children, in addition to the changing developmental abilities of children who participate, makes frequent practice drills critical.

**Procedure and Practices, including responsible person(s):**

At least monthly \_\_\_\_\_ (facility) shall initiate an Emergency Evacuation Drill which will include all children in care, all staff and any other person who may be on the premises at the time. All drills will be conducted as if there were a real emergency taking place.

At least once a year \_\_\_\_\_ (facility) shall have a representative of local Emergency or Disaster Planning Services observe a drill and seek their input for possible improvements to the facility's procedures, including the education of all children in care on what to do in different crisis situations. Such input shall be taken into account during the annual review of this policy.

Following every Emergency Evacuation Drill, \_\_\_\_\_ (position) shall complete an entry regarding the drill on the Emergency Evacuation Drills Log. Any problems or errors occurring during each drill will be noted, addressed and corrected immediately.

### When this policy applies:

At varied times and places, using all building exits, and during all types of activities (meals and naptimes included) and weather conditions, throughout the year while child care is being provided.

**Communication plan for staff and parents:**

Staff and volunteers will receive a written copy of this policy in their Orientation Packets before beginning work. All parents will receive a written copy of this policy in their Parent Handbook upon their child's enrollment. Written notification will be given of any updates. A copy of the Emergency Evacuation Drills Log will be posted on the parent and staff bulletin boards.

### References:

- *Caring for Our Children* – <http://nrckids.org>
- *Model Child Care Health Policies* – <http://www.ecels-healthychildcarepa.org>
- *Bananas Handouts on Preparing for an Emergency* by Bananas Child Care Information & Referral, Oakland, CA 94618 – <http://www.bananasinc.org>

**Reviewed by:** \_\_\_\_\_ Director/Owner  
 \_\_\_\_\_ Health Professional (physician, nurse)  
 \_\_\_\_\_ Staff member  
 \_\_\_\_\_ Other (parent, advisory committee, police, CPS)

**Effective Date and Review Date:**

This policy is effective \_\_\_\_\_ (month/day/year) and will be reviewed annually or as needed.  
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Name and address of child care agency